

ANNEX 5 (ESF-5)

INFORMATION AND PLANNING

PRIMARY: Office of The Adjutant General, South Carolina Emergency Management Division

SUPPORT: Office of The Adjutant General, SC National Guard; Budget and Control Board; Department of Health and Environmental Control, Office of Public Health Preparedness and Bureau of Water, Dams and Reservoirs Safety Section; Department of Insurance; Department of Natural Resources, Land, Water, and Conservation Division, Climatology Section and Hydrology Section; Department of Parks, Recreation and Tourism; Department of Public Safety; Department of Motor Vehicles; Department of Social Services; SC Educational Television Network; Department of Mental Health; Department of Education; SC Commission for Minority Affairs

I. INTRODUCTION

ESF-5 compiles, analyzes and coordinates overall information and planning activities in the State Emergency Operations Center (SEOC) in support of emergency operations. ESF-5 is also responsible for providing disaster information to both citizens of and visitors to South Carolina.

II. MISSION

ESF-5 collects, processes, and disseminates information concerning a potential or actual disaster or emergency; identifies problems and recommends solutions; coordinates Public Information Phone System (PIPS) operations; and plans and coordinates with the Federal Emergency Management Agency (FEMA)/Emergency Response Team (ERT-A) for Joint Field Office (JFO) transition.

III. CONCEPT OF OPERATION

A. The South Carolina Emergency Management Division (SCEMD) is responsible for the coordination of all ESF-5 administrative, management, planning, training, preparedness, mitigation, response, and recovery activities, PIPS coordination and management, and developing, coordinating, and maintaining the ESF-5 and PIPS SOPs. All ESF-5 supporting agencies will assist SCEMD in the planning and execution of the above. All ESF-5 personnel will be trained on the principles of the National Incident Management System (NIMS) and Incident Command and integrate those principles into all ESF-5 planning and response operations. SCEMD will coordinate with supporting agencies, departments, and organizations to ensure continual operational readiness.

B. ESF-5 will:

1. Perform Information Processing: Using Web EOC and Microsoft (MS) Word, collect, process, and consolidate information from Emergency Support Functions (ESFs), local governments, and other information sources, as appropriate, into the State Situation Report (SITREP) and disseminate the information for use by the Operations Group. The following includes, but is not limited to, information that may form a part of the overall SITREP:
 - a. Boundaries of the disaster area and designation of an area of operations
 - b. Infrastructure status (transportation, communications, energy, and medical)
 - c. Weather data and/or Hazard-specific information
 - d. Activated emergency management facilities
 - e. Fires reported in impacted area(s)
 - f. State Emergency Operations Center Status
 - g. Declarations and Status
 - h. Local Emergency Operations Center Status
 - i. County Status Situation Summary
 - j. Mass Care Information (Shelters, Special Medical Needs, Feeding Sites)
 - k. Medical Information (Deaths, Injuries, Missing Persons, Hospital Damages).
2. ESFs maintain and update status boards with current information, maps, charts and other means such as computer displays, as available.
3. Coordinate the operation of a statewide Public Information Phone System (PIPS), when required by the SEOC Chief of Operations.
 - a. PIPS will disseminate disaster related information to include, but not limited to, shelter locations, current situation, and re-entry via a toll-free telephone line.

- b. During a hurricane scenario, PIPS normally becomes operational upon the declaration of a State of Emergency by the Governor or upon his request for a voluntary evacuation. PIPS may be activated for any emergency but was designed for a hurricane scenario.
- 4. Provide weather and climate information during emergencies and disasters as required.
- 5. Provide staff supervision for hazard-specific advisory teams (i.e. hydrology and dam failure).
- 6. Consolidate and disseminate State Assessment Team (SAT) and Rapid Needs Assessment (RNA) Team information.
- 7. Provide Internet Routed Information System (IRIS) and WebEOC data management support operations during activations. ESF-5 will rely upon WebEOC, IRIS, and the SCEMD internal computerized information systems as the primary tools for gathering event information.
- 8. Develop computer projection displays using Power Point and other tools as necessary to display ESF event information within the SEOC. All information will be coordinated with the Assistant Operations Information Officer. The information displays will be posted with current available information every 4 hours.
- 9. Use the Internal SEOC Website to disseminate event information.
- 10. Provide Geographic Information System (GIS) spatial mapping needs for the Chief of Operations, the Operations Information Officer or the ESF-5 Leader or secondarily for the various ESFs.

IV. ESF ACTIONS

A. Preparedness

- 1. Develop procedures and formats for information gathering and reporting to include procedures for SITREP format and submission.
- 2. Train support agencies on roles and responsibilities.
- 3. In coordination with the SCEMD Response and Operations Section, develop information displays within the SEOC.

4. Ensure weather products are up to date and available for use in the SITREP.
5. Coordinate with hazard-specific advisory teams for response actions.
6. In coordination with SCEMD Preparedness and Recovery Section, develop plans for JFO transition.
7. Participate in state exercises and conduct, at least annually, an ESF-5 exercise to validate this annex and supporting SOPs.
8. Annually review the Department of Homeland Security Universal Task List and integrate tasks as appropriate.
9. Ensure all planning shall be prepared using Microsoft Office tools and other tools as necessary and summarized at the highest level practical in the Situation Report under the heading “Event Planning Strategies”.
10. Coordinate with various ESF(s) and agencies primarily charged with planning and event response and recover and assemble the resulting plan(s) for further direction and action as deemed needed by the Chief of Operations.
11. Use models, guides and other sources to determine potential hazard areas, to collect data for hazards analysis and to characterize the consequences of the risk. Models include, but not limited to:
 - a. HAZUS_MH Models
 - b. Debris modeling tool
 - c. Geographic Information System (GIS)
 - d. Roadway Path Analyses (by ESF-1 – Transportation), ESF-5 will aid ESF-1 as necessary
12. Coordinate recovery planning and coordination with FEMA, the Federal Coordinating Officer (FCO), Defense Coordinating Officer (DCO), US Army Corps of Engineers (COE), and other federal agencies.
13. Provide one (1) Planning Element Specialist who:

- a. Works with Assistant Leader – Planning Element Leader to insure the ESFs are looking forward to plan local and state needs to respond to and recover from the event.
 - b. Works with the Assistant leader – Planning Element Leader to assemble ESF element planning and expand them as necessary to include them into the event response and recovery plans.
14. Ensure all ESF-5 personnel integrate NIMS principles in all planning. All ESF-5 personnel will complete all required NIMS training, as outlined in the 2006 Department of Homeland Security (DHS) training guidance.

B. Response

1. Notify all ESF-5 supporting agencies upon activation.
2. Assign duties to support agency personnel and provide training as required.
3. Coordinate SEOC effort in collecting, processing, reporting and displaying essential information to include development of the SITREP.
4. Use various hazards modeling tools (to include, but not limited to, HAZUS, GIS, South Carolina's Emergency Debris Estimation Program) to analyze and provide accurate data.
5. Conduct planning to identify priorities, develop approaches, and devise recommended solutions for future response operations.
6. Coordinate with PIPS, as required.
7. In coordination with the Chief of Operations, activate hazard-specific advisory teams, as required.
8. Provide weather information and briefings to the SEOC and/or the Governor as required.
9. Monitor locations and assist as requested, in set-up, operation, and demobilization of mobilization sites, staging areas, and distribution points.
10. Coordinate the reception of FEMA ERT-A personnel.
11. Plan for transition to JFO and recovery operations.

C. Recovery

1. Continue information gathering and processing.
2. Collect and process information concerning recovery activities to include anticipating types of recovery information the SEOC and other government agencies will require.
3. Assist in the transition of direction and control from the SEOC to the JFO.
4. Anticipate and plan for the support and establishment of staging areas, distribution sites in coordination with ESF-7, a JFO, DRCs, JICs and other local, state and/or federal emergency work teams and activities in the impacted area.
5. Operate ESF-5 cells in both the SEOC and JFO, as required.
6. Perform ESF-14 planning functions in the SEOC until ESF-14 is established at the JFO.
7. Ensure that ESF-5 team members or their agencies maintain appropriate records of costs incurred during the event.
8. In coordination with ESF-6, obtain status of missing persons.

D. Mitigation:

1. Support and plan for mitigation measures.
2. Support requests and directives resulting from the Governor and/or FEMA concerning mitigation and/or re-development activities.
3. Document matters that may be needed for inclusion in agency or state/federal briefings, situation reports and action plans.

V. **RESPONSIBILITIES**

A. Office of The Adjutant General

1. South Carolina Emergency Management Division
 - a. Identify, train, and assign SCEMD personnel to staff ESF-5 in the SEOC. Identify, train, and assign a SCEMD LNO to PIPS.

- b. In coordination with other state agencies, develop procedures and formats for information gathering, reporting, and SEOC displays. Provide continuous updated information to PIPS.
- c. Use various hazards modeling tools, (to include HAZUS, GIS, South Carolina's Emergency Debris Estimation Program) to analyze and provide accurate data.
- d. Develop and conduct training to ensure support agencies understand roles and responsibilities to include PIPS staff training.
- e. Identify hazard-specific advisory teams requirements.
- f. Plan for support of mobilization sites, staging areas, and distribution points.
- g. Develop plans, procedures, and manning rosters for JFO transition.
- h. Coordinate state agency, PIO, Hispanic Outreach, and SC Commission for Minority Affairs to support PIPS to include dissemination of PIPS phone numbers through appropriate news media.
- i. Develop ESF 5 Standard Operating Procedures in support of Emergency Operations Plans.
- j. Coordinate scientific and technical expertise.
- k. Coordinate information gathering and sharing across emergency support functions.
- l. Ensure all planning shall be prepared using Microsoft Office tools and other tools as necessary and summarized at the highest level practical in the Situation Report under the heading "Event Planning Strategies".
- m. Coordinate with various ESF(s) and agencies primarily charged with planning and event response and recover and assemble the resulting plan(s) for further direction and action as deemed needed by the Chief of Operations.
- n. Use models, guides and other sources to determine potential hazard areas, to collect data for hazards analysis

and to characterize the consequences of the risk. Models include, but not limited to:

- 1). HAZUS_MH Models.
 - 2). Debris modeling tool.
 - 3). Geographic Information System (GIS).
 - 4). Roadway Path Analyses (by ESF-1 – Transportation), ESF-5 will aid ESF-1 as necessary.
- o. Collect, evaluate, and disseminate incident specific situation information.
 - p. Prepare status reports, display situation information, incident.
 - q. Support identification and determination of potential hazards and threats, including mapping, modeling, and forecasting.
 - r. Provide for liaison support.
 - s. Characterize consequences and risks.
 - t. Collect data for hazard analysis.
 - u. Provide one (1) Planning Element Specialist who:
 - 1). Works with Assistant Leader – Planning Element Leader to insure the ESFs are looking forward to plan local and state needs to respond to and recover from the event.
 - 2). Works with the Assistant leader – Planning Element Leader to assemble ESF element planning and expand them as necessary to include them into the event response and recovery plans.
 - v. Collect assessment information from damage assessment teams and assist with other planning activities.
 - w. Recognize, identify, analyze, confirm, and evaluate the immediate consequences of an incident.

2. SC National Guard
 - a. Identify, train, and assign SCNG personnel to staff ESF-5.
 - b. Provide operations support personnel to support ESF-5 operations.
- B. Budget and Control Board
 1. Identify, train, and assign personnel to staff ESF-5.
 2. Provide clerical, operations support, and website administrative personnel to support ESF-5 operations.
 3. Provide personnel to support the Operations Tasking Group (OTG), warning point, county desk, message center, and data entry operations.
- C. Department of Health and Environmental Control
 1. Office of Public Health Preparedness

Identify and assign personnel to attend PIPS training and staff PIPS as team leaders and operators. Develop internal notification procedures to notify personnel of PIPS activation.
 2. Bureau of Water, Dams and Reservoirs Safety Section
 - a. Identify, train, and assign personnel to maintain contact with and prepare to execute missions in support of ESF-5. On order, staff ESF-5 in SEOC.
 - b. Organize an advisory team to assess the situation, project requirements, and provide information in the event of a dam failure emergency.
- D. Department of Insurance
 1. Identify, train, and assign personnel to maintain contact with and prepare to execute missions in support of ESF-5. On order, staff ESF-5 in SEOC.
 2. Coordinate the activities of private sector insurance disaster specialists working within the area of operations.

E. Department of Natural Resources, Land, Water and Conservation Division

1. Climatology Section

- a. Identify, train, and assign personnel to maintain contact with and prepare to execute missions in support of ESF-5. On order, staff ESF-5 in the SEOC.
- b. Ensure weather products are up to date and available and provide training as required.
- c. Develop and disseminate weather data, forecasts, and emergency information related to land, air, and maritime resources and conditions.
- d. Provide weather information and briefings to the SEOC and/or the Governor as required.

2. Hydrology Section

- a. Identify, train, and assign personnel to maintain contact with and prepare to execute missions in support of ESF-5. On order, staff ESF-5 in the SEOC.
- b. Organize an advisory team to assess the situation, project future requirements, and provide information in the event of a flood emergency.

F. Department of Parks, Recreation and Tourism

1. Identify, train, and assign personnel to maintain contact with and prepare to execute missions in support of ESF-5. On order, staff ESF-5 in the SEOC.
2. Provide personnel to support ESF-5 operations and provide tourist occupancy data.

G. Department of Public Safety

1. Identify and assign personnel to attend PIPS training and staff PIPS as team leaders and operators. Develop internal notification procedures to notify personnel of PIPS activation.
2. Provide highway patrol officers at PIPS location to issue updated information on road conditions, road closings, and evacuation routes during all shifts.

H. Department of Motor Vehicles

Identify and assign personnel to attend PIPS training and staff PIPS as team leaders and operators. Develop internal notification procedures to notify personnel of PIPS activation.

I. Department of Social Services

1. Identify, train, and assign personnel to maintain contact with and prepare to execute missions in support of ESF-5.
2. Provide PIO personnel to support PIPS operation.

J. SC Educational Television Network

1. Identify, train, and assign personnel to maintain contact with and prepare to execute missions in support of ESF-5.
2. Provide personnel, equipment, and facilities to support PIPS operation to include:
 - a. Set up a phone bank with up to 24 phone lines within four hours of notification to include desks and chairs. Restrict access to the PIPS area.
 - b. Provide PIPS toll-free and local numbers.
 - c. Provide on hand or on call technical support.
 - d. Advertise PIPS phone numbers on SCETV and radio in coordination with SCEMD PIO.
 - e. Provide audio-visual, VCR, fax, and copier support.
 - f. Develop internal plans to support PIPS to include identification of personnel and equipment resources.
3. Provide training assistance to SCEMD as required.

K. Department of Mental Health

Identify and assign personnel to attend PIPS training and staff PIPS as team leaders and operators. Develop internal notification procedures to notify personnel of PIPS activation.

L. Department of Education

Identify and assign personnel to attend PIPS training and staff PIPS as team leaders and operators. Develop internal notification procedures to notify personnel of PIPS activation.

VI. FEDERAL INTERFACE

- A. This annex is supported by the National Response Plan ESF-5, Emergency Management. Federal response for this function will be limited to the provision of representatives from federal agencies as requested by the Director, SCEMD. These representatives are authorized to provide emergency/disaster assistance available under statutory or secretarial authorities. The Federal Coordinating Officer (FCO), under the direction of the Principal Federal Official (PFO), will coordinate the provision of federal assistance subsequent to an emergency or major disaster declaration, in conjunction with the State Coordinating Officer (SCO).
- B. Federal ESF-5 personnel will normally deploy to the state as a part of the ERT-A and later staff the JFO. When feasible, Federal ESF-5 will collocate with State ESF-5. Once established in the JFO, Federal ESF-5 executes five functions:
1. Command: Provides Incident Action Planning, information coordination, administrative, logistics, and financial support.
 2. Operations: Provides staff supervision for ESFs activated for Human Services, Infrastructure Support, Emergency Services, and Mitigation and Community Recovery branches; processes requests for assistance; and initiates and manages the mission assignment process.
 3. Planning: Leads the planning function that includes the collection, evaluation, dissemination, and use of information regarding the incident and the status of resources.
 4. Logistics: Provides staff supervision for the managing the control and accountability for supplies and equipment; resource ordering; delivery of equipment, supplies, and services; resource tracking; facility location and operations; transportation coordination; and information technology services and other administrative services.
 5. Finance/Administration: Provides staff supervision for monitoring funding requirements, incident costs, and security of personnel, facilities, and assets.

- C. All ESF-5 personnel will be familiar with the National Response Plan (NRP) and the corresponding annex with Federal counterpart concepts, actions and responsibilities. This familiarization will include but not be limited to the make up, functions and responsibilities of the Emergency Response Team – Advanced Element (ERT-A), Interagency Incident Management Groups (IIMG) and the Joint Field Office (JFO).
- D. State ESF-5 will coordinate with Federal ESF-5 to obtain federal assistance as required.

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